BY ORDER OF THE
SECRETARY OF THE AIR FORCE

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Space, Missile, Command and Control

*AIRFIELD OPERATIONS CAREER FIELD
DEVELOPMENT*

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management.* It directs the management of US Air Force (USAF), Air National Guard (ANG) and Air Force Reserve Command (AFRC) airfield operations personnel (to included DoD and contract civilians) and describes career development. It specifies minimum administrative, procedural and operational performance and management standards for services provided by all USAF ATC facilities, including USAF contracted ATC locations where the USAF has functional oversight responsibility. Headquarters Air Force Flight Standards Agency, Director of Airfield and Air Traffic Control Standards (HQ AFFSA/A3A) must approve all Major Command

(MAJCOM) supplements, and interim changes to previously approved supplements, to this directive prior to implementation. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records,* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm** . The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

(ANG) AFI 13-204V1, 1 September 2010, is supplemented as follows is applicable to the Air National Guard (ANG). Base-level supplements to this instruction require MAJCOM and AFFSA approval and must be forwarded to NGB/A3F. This supplement outlines ANG implementation of the requirements of AFI 13-204V1. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/. The authorities to collect and or maintain the records prescribed in this publication are Title 10, United States Code, Chapter 857 and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, November 22, 1943 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008.

(ANG) Send recommended changes on AF Form 847, *Recommendation for Change of Publication*, to Air National Guard Air Traffic Services Division (NGB/A3F), 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231.

(ANG) Air Force Instruction (AFI) 13-204, Volume 1, *Airfield Operations Career Field Development*, 1 September 2010, is supplemented as follows and is applicable to the Air National Guard (ANG). This supplement outlines ANG implementation of the requirements of AFI 13-204, V1. Send recommended changes to this supplement to Air National Guard Airfield Services Division (NGB/A3F), 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include guidance to airfield operations officer development, airfield management development, and contract airfield operations. Minor changes were made throughout and include reference updates and editing errors.

Chapter 1

GENERAL INFORMATION

1.1. General. This instruction provides guidance for career field management and personnel development for officer, enlisted, and civilian airfield operations personnel. It is complemented by AFI 13-204, Vol 2, *Airfield Operations Standardization and Evaluations* and Vol 3, *Airfield Operations Procedures and Programs*.

1.1.1. Delegation of Authority. HQ USAF/A3O delegates to HQ USAF/A3O-AY career field management responsibilities for Air Force Specialty Codes (AFSCs) 13MX, Airfield Operations (AO) Officer; 1C1X1, Air Traffic Control (ATC); and 1C7X1, Airfield Management (AM). In this capacity, HQ USAF/A3O-AY will take policy guidance from the Air Staff and work airfield operations upgrade training and architecture matters. Additionally, HQ USAF/A3O-AY will provide technical/functional input to Air Force Personnel Center Civilian Personnel officials regarding National Security Personnel System (NSPS)/ General Schedule (GS) 2150/2152/2154 career field management matters. HQ USAF/A3O also delegates to HQ USAF/A3O-AY the responsibility of oversight and standardization of unit level training programs supporting upgrade training.

1.2. Waiver Authority.

1.2.1. Waivers. HQ USAF/A3O will provide waivers to this instruction only upon an official MAJCOM request when an essential requirement makes a waiver necessary or compliance with creates a hazard.

1.2.1.1. Waiver Process. HQ USAF/A3O will provide only written waivers with an expiration date. Revisions to this AFI do not automatically invalidate current waivers with respect to paragraph numbering, etc. Upon publication of a revision, HQ AFFSA shall coordinate with each MAJCOM to convert, rescind, or issue new waivers (when appropriate) resulting from revisions to this AFI. Units requiring a waiver to this AFI will follow this procedure:

1.2.1.2. Units will forward their written request for a waiver to this instruction through their chain of command to the MAJCOM/A3. The unit's detailed waiver request must clearly delineate if a FAA exemption is required, the operational requirement for the waiver and risk mitigation measures to be undertaken during operations under the waiver.

1.2.1.2. **(ANG)** Units will forward waiver requests to **ngb.a3f@ang.af.mil.**

1.2.1.3. MAJCOMs will review the request. If approved, the MAJCOM/A3 will endorse the request and forward it in memo or message format to HQ USAF/A3O, with a copy to HQ AFFSA/A3A, at least 30 days prior to the waiver requirement. Submit waiver requests to: **afa3o.workflow@pentagon.af.mil** (copy to: **hqaffsa.a3a@tinker.af.mil**). If approved, HQ USAF/A3O will send an approved waiver memo to the MAJCOM/A3. HQ USAF/A3O will review and respond in writing to all MAJCOM waiver requests.

1.2.1.3. **(ANG)** NGB/A3 has delegated to the Chief, Airfield Services (NGB/A3F) to be the endorsing official for AO waivers.

1.2.1.4. MAJCOMs shall track the currency of all approved waivers to ensure renewals, if required, are validated and then requested using the process above at least 15 days prior to the expiration date.

1.2.1.5. To ensure a periodic revalidation of waiver requirements, HQ USAF/A3O grants waivers to this AFI for a period not to exceed two years.

1.2.1.6. AF IMT 4058, Airfield Operations Policy Waiver. Use AF IMT 4058 to request waivers to this instruction. If additional space is required, annotate on plain bond paper and submit along with the form. Number each comment with the corresponding block number. In addition, units will submit an Operational Risk Management (ORM) Assessment in accordance with AFPAM 90-902, Operational Risk Management (ORM) Guidelines and Tools or alternate risk mitigation procedures with all waiver requests.

1.2.1.7. Submit additional data (e.g., Letters of Procedure (LOP), airspace maps, traffic patterns, airfield diagrams) to substantiate the waiver request as required.

1.3. Recommended Changes. Submit recommended changes to this AFI through the MAJCOM to HQ AFFSA/A3A using the AF IMT 847, Recommendation for Change of Publication.

1.3. (ANG)Recommended Changes. Send waiver requests to **ngb.a3f@ang.af.mil.** Include full justification and necessary coordination in waiver packages. **Note**: Electronic signatures are acceptable (e.g., /Signed/ssd/30 Sep 10//.)

1.4. Supplements. HQ USAF/A3O-AY must approve all supplements to this instruction

1.5. Responsibilities:

1.5.1. HQ USAF/A3O-AY Career Field Manager (CFM):

1.5.1.1. Manages the AO (AFSC 13MX), enlisted AM (AFSC 1C7X1) and enlisted ATC (AFSC 1C1X1) career fields in accordance with AFI 36-2201 Vol 5, *Air Force Training Program Career Field Education and Training*.

1.5.1.2. Coordinates HQ USAF/A3O appointment of a senior civilian in NSPS/GS-2150/2152/2154 job series as the assistant to the NSPS/GS-21XX career field manager for addressing civilian airfield management and air traffic control personnel issues. **Note:** This position will normally reside at HQ USAF/A3O-AY.

1.5.1.3. Coordinates with Air Education and Training Command (AETC) to develop and maintain the appropriate initial qualification and upgrade courses, career development courses, and other career field training courses as required in accordance with AFI 36-2201, Vol 5.

1.5.2. NSPS/GS-2150/2152/2154 Assistant Career Field Managers. Develop standard core personnel documents (SCPD) and standard position descriptions (SPD) for civilian air traffic control and airfield management positions. **Note:** GS-2154 series are not applicable to AFRC AM personnel.

1.5.2.1. Manages development and publication of AM, ATC, and airfield operations officer training guides and other training products used in qualification/functional training.

1.5.2.2. Tracks and maintains all approved and pending waivers to this instruction.

1.5.2.3. Ensures civilian hiring authorities use correct job series and SCPDs/SPDs to hire civilian airfield operations personnel. The NSPS/GS-2152 job series will not be used for AM positions.

1.5.3. MAJCOM OPR for Airfield Operations:

1.5.3.1. Serves as MAJCOM Functional Manager counterpart to the USAF career field managers for each airfield operations AFSC and civilian job series.

1.5.3.2. Establishes a process for prioritizing and scheduling personnel identified by the units for career field development courses, e.g., Advanced Military Airfield Managers Course, Military Airspace Management Course, and Air Traffic Control Systems Specialist Course.

Chapter 2

AIRFIELD OPERATIONS OFFICER DEVELOPMENT

2.1. Airfield Operations (AO) Officers, AFSC 13MX Are responsible for the overall direction and management of services provided by ATC and AM personnel. Additionally, AO officers provide expertise on civil and combat airspace matters. AO officers provide senior leaders with guidance and recommendations for facility operations, programs, policy, and personnel actions. They may also serve as operations officers or commanders of operations support units.

2.2. Commissioning Source. Officers being assigned to the 13M career field are subject to the same commissioning requirements as other non-rated operations officers.

2.3. Initial Qualification Training (IQT). All officers attend the initial skills training at Keesler AFB, MS for AO management training and initial ATC skills training. Upon graduation, officers will be awarded the 13M1 AFSC.

2.3.1. Based on prior enlisted ATC/AM certifications and recent proficiency, officers may be proficiency advanced through the control tower, Radar Approach Control, and AM blocks of instruction in accordance with CFM policy.

2.3.2. All officers, regardless of prior enlisted or officer experience, must complete the airfield operations flight commander responsibilities portion of the course.

2.4. Mission Qualification Training (MQT). Upon completion of all IQT requirements, 13M1 officers will be entered into the approved CFM required training program to obtain 13M3 skill-level.

2.4.1. Upgrade Facility Position Certification requirements:

2.4.1.1. One control position in either the control tower or radar facility (e.g. local control or approach control).

2.4.1.2. One assist position in the opposite ATC facility (e.g., flight data or approach assist).

2.4.1.3. AMOC certification.

2.4.1.4. Completion of the AOM series via 334 TRS developed ADSL course.

2.4.1.5. Obtain and maintain proficiency in positions certified until PCS to his/her next duty location.

2.4.2. Post-upgrade Facility Position Certification Requirements for 13Ms assigned at the Airfield Operations Flight level:

2.4.2.1. Completion of AFM PCG within 12 months of 13M3 upgrade (one time requirement).

2.4.2.2. AMOC certification.

2.4.2.3. Certification in most complex assist position in most complex facility as determined by the AOF/CC and validated by MAJCOM.

2.4.2.4. Obtain and maintain proficiency in AMOC and the ATC assist position.

2.5. 13MX Developmental Training. Several follow-on training courses are available to further the 13MX officer's professional development and fulfill training requirements for contingencies or other unique assignments. Every effort should be made to assist fully qualified officers in attending the below courses and seminars.

2.5.1. Advanced Airfield Manager Course. This course is designed primarily to provide AM SNCOs the knowledge and skills needed to perform the duties of the Airfield Manager. 13MX officers are encouraged to attend this course within 2 years of completing MQT, or prior to their selection as an Airfield Operations Flight Commander (AOF/CC) to enhance their knowledge of requirements for managing USAF airfields. Refer to the Education and Training Course Announcements website at **https://etca.randolph.af.mil** for course information. Award SEI OCH upon completion of all requirements.

2.5.2. Military Airspace Management Course. This is an advanced course designed to provide 13MX officers with the ability to identify, define, develop, negotiate, and process airspace and air traffic control service requirements essential to national defense flight operations in the peacetime US airspace system. Officers are encouraged to attend this course when serving as the AOF/CC at a location with a complex ATC environment or prior to a staff assignment. Refer to the Education and Training Course Announcements website at **https://etca.randolph.af.mil** for course prerequisites. Award SEI OUL upon completion of all requirements.

2.5.3. Aircraft Mishap Investigation Course (AMIC). The purpose of this course is to train potential pilot and maintenance members and selected technical experts in the techniques and procedures of investigating aircraft mishaps. AMIC is recommended for 13MX officers as senior captains or majors who may be selected to augment safety investigation boards. Funded allocations for the course may be sought through wing safety offices.

2.5.4. Air and Space Operations Center (AOC) IQT, Airspace (AOCIQT-ASP,). This course prepares 13MX officers to plan, produce, and execute an Airspace Control Order (ACO) in support of an Air Tasking Order (ATO). This course is recommended training prior to any deployment; however, it is required for permanent or temporary assignment to an AOC. Award Combat Airspace Basic, Journeyman and Theater Airspace Expert SEIs upon completion of specified training requirements listed in the Air Force Officer Classification Directory (AFOCD.)

2.5.5. Seminars and conferences hosted by professional aviation organizations and associations.

2.5.6. FAA/ICAO (International Civil Aviation Organization) courses related to airspace configuration, Next Generation ATC development, and similar educational opportunities. See **www.icao.int** or **www.faa.gov** for training opportunities.

2.5.7. **(Added-ANG)** Airfield Management Contingency Operations Workshop (AMCOW). This course is recommended training to provide the skills needed to perform duties in a real world contingency operation. Specialized subjects include; USAF Airfield Management equipment package (7FVLU), Night Vision Device (NVDs), Forward Arming & Refueling Points (FARP), and Post Action Response. Training concludes with a deployed scenario and an exit exam.

2.6. 13 MX Professional Development Positions.

2.6.1. Qualifications for Selection as AOF/CC. Must hold AFSC 13M3 and have completed all required ATC and AM training. Eighteen months of AOF/DO or AOF/SO experience prior to assuming duties as AOF/CC is required. Waivers to this requirement must be submitted to MAJCOM OPR for AO.

2.6.1.1. **(Added-ANG)** Qualifications: The requirement for 18 month experience does not apply to the ANG as the Air Traffic Control Squadron (ATCS) structure does not include AOF/DO or AOF/SO positions.

2.6.1.2. **(Added-ANG)** ATMs must hold AFSCs 13MX, 1C100, 1C191, 1C171, or GS-2152.

2.6.2. Qualifications for selection as AOF/DO or AOF/SO. Must hold AFSC 13M3.

2.6.2. **(ANG)** These positions are not applicable to the Air National Guard.

2.6.3. Qualifications for Selection to Higher Headquarters Staff Positions. Must hold AFSC 13M3 with 6 years of experience in AOF/SO/DO/CC, combat airspace, or IQT instructor positions.

Chapter 3

AIRFIELD MANAGEMENT DEVELOPMENT

3.1. AM Upgrade Training (UGT). UGT is necessary to award a higher skill level in the 1C7X1 career field. The UGT timeframe is identified as the first official day of training towards the next higher skill level. Conduct and document upgrade training according to AFI 36-2201 Vol 3, *Air Force Training Program On The Job Administration*; 1C7X1 Career Field Education and Training Plan (CFETP); and this AFI. Individuals must meet the requirements in accordance with AFI 36-2201, Vol 2 *Air Force Training Program Training Management,* and the following for award of the below skill levels:

3.1.1. AM Apprentice (1C731). AFSC 1C731 is awarded upon completion of the AM Apprentice Course at the Keesler AFB Technical Training Center. All personnel retraining into the AM career field will attend the apprentice course. **Exception:** A retrainee may obtain a 3-skill level via on-the job training (OJT) when specified in the retraining instructions and approved by the AM CFM. Personnel approved to retrain via OJT may be awarded a 3-skill level upon completion (training and certification) of tasks taught in the AM Apprentice Course and duty position requirements identified by the supervisor and all other mandatory requirements.

3.1.2. AM Journeyman (1C751). Enter individuals into 5-skill level UGT after completion of an initial evaluation and the apprentice course Graduate Assessment Survey. Recommend individual for award of 1C751 only after the individual has completed the following:

3.1.2.1. 5-Level Career Development Course (CDC).

3.1.2.2. Position Certification Guides (PCG) *Airfield Management Operations Coordinator* and *Airfield Management Operations Supervisor (AMOS)*

3.1.2.3. All 5-skill level training requirements listed in the 1C7X1 CFETP Part II.

3.1.2.4. Training requirements outlined in the *Air Force Enlisted Classification Directory* (AFECD) and AFI 36-2201, Vol 2.

3.1.3. AM Craftsman (1C771). Enter individuals into 7-skill level UGT after notification of promotion to Staff Sergeant (SSgt) but no earlier than the first day of the promotion cycle. Recommend individual for award of 1C771 only after promotion to SSgt and completion of the following:

3.1.3.1. Airfield Management Advanced Distributed Learning System (ADLS) Craftsman Course.

3.1.3.2. PCGs *NCOIC, Airfield Management Operations* and *NCOIC, Airfield Management Training.*

3.1.3.3. All 7-skill level training requirements listed in the 1C7X1 CFETP.

3.1.3.4. All training requirements outlined in the AFECD and AFI 36-2201, Vol 2.

3.1.3.5. USAF Operational Risk Management (ORM) *Application and Integration Course,* available for download at AF Safety Center Training Website.

3.1.3.6. Developmental training requirements. The following training items are required for individuals in 7-skill level UGT; however, it is highly recommended that they be used to professionally develop all airfield management personnel at any stage in their career. Document completion of professional development training on the AF IMT 797, *Job Qualification Standard Continuation/Command JQS,* using separate entries for each item.

3.1.3.6.1. Airfield Conditions. Trainee must be able to properly identify airfield deficiencies (e.g., pavement spalls/cracks, markings, lighting, etc.) and coordinate and schedule repairs with CE personnel. Trainee must accompany the AFM on an Annual Airfield Safety/Certification Inspection.

3.1.3.6.2. AF IMT 332, *Base Civil Engineer Work Request,* Procedures. Trainee must be able to process an AF IMT 332.

3.1.3.6.3. Budget and Facility Utilization Board Process. Trainee must be able to provide operational impact assessments to assist CE, AOF/CC, OSS/CC, OG/CC and others for prioritizing airfield construction/repair projects.

3.1.3.6.4. Airfield Waiver/ORM Process. Trainee must be familiar with the airfield waiver process (UFC 3-260-01, Appendix B, Section 1) and should accompany the AFM on at least one annual waiver review.

3.1.3.6.5. Meetings. Trainee must accompany the AFM or designated representative to the following meetings:

3.1.3.6.6. Airfield Operations Board (AOB).

3.1.3.6.7. Bird/Wildlife Hazard Working Group (BHWG).

3.1.3.6.8. Foreign Object Damage (FOD).

3.1.3.6.9. Training Review Board (TRB).

3.1.3.6.10. Airfield construction.

3.1.3.6.11. Planning/pre-construction.

3.1.3.6.12. Project completion phase.

3.1.3.6.13. Exercise planning.

3.1.3.6.14. Open house/airshow/static display.

3.1.3.6.15. Deployment planning.

3.1.3.6.16. In-Garrison Expeditionary Site Plan (IGESP).

3.1.3.6.17. Hazardous Cargo/Live Armament. Trainee must be familiar with the criteria for designating areas to load, unload, arm and de-arm aircraft with hazardous cargo or live armament.

3.1.3.6.18. Annual AM/AOF/Operations Support Squadron (OSS) budget process. Trainee must be familiar with the preparation of unit financial plan (FINPLAN) and understand funded/unfunded requirements and fall-out funds.

3.1.3.6.19. Capabilities Based Manpower Standard (CMS). Trainee must be familiar with the CMS/variances, unit-manning documents and the process to make a revision.

Include exposure and familiarity with the Status of Resources Training System (SORTS) and Designed Operational Capability (DOC) Statement.

3.1.4. 368 SEI Requirements

3.1.4.1. Upon promotion to TSgt, enter individual into SEI 368 qualification training. Must complete the minimum requirements outlined in the AFECD and awarded the SEI within 1 year. **Note**: For ANG, enter individuals upon selection to MSgt.

3.1.5. AM Superintendent (1C791). Enter individuals into 9-skill level UGT after notification of promotion to Senior Master Sergeant (SMSgt) but no earlier than the first day of the promotion cycle. Recommend individual for award of 1C791 only after promotion to SMSgt and completion of the following (if not already completed):

3.1.5.1. Advanced Airfield Manager Course.

3.1.5.2. PCG, *Airfield Manager*.

3.1.5.3. All training requirements outlined in the AFECD and AFI 36-2201, Vol 2.

3.2. AM Professional Development Positions:

3.2.1. Airfield Manager (AFM). Must be in the rank of MSgt – CMSgt, hold AFSC 1C700, 1C791, or 1C771, possess Special Experience Identifier (SEI) 368, and have at least 3 years experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level).

3.2.2. Deputy Airfield Manager (DAFM). Must be in the rank of TSgt or above, hold AFSC 1C771, possess SEI 368 and have at least 3 years experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level).

3.2.3. NCOIC, Airfield Management Operations (NAMO). Must be in the rank of SSgt or above, hold AFSC 1C771, and have at least 3 years experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level). **Note:** The AFM may appoint a SSgt/5-skill level that has completed all upgrade/qualification training requirements and is only awaiting time requirements outlined in AFI 36-2201, Vol 2 for the award of the 7-skill level.

3.2.4. NCOIC, Airfield Management Training (NAMT). Must be in the rank of SSgt or above, must hold AFSC 1C771, and have at least 3 years experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level). **Note:** The AFM may appoint a SSgt/5-skill level who has completed all upgrade/qualification training requirements and is only waiting time requirements outlined in AFI 36-2201, Vol 2 for the award of the 7-skill level.

3.3. AM Professional Development. Every effort should be made to assist AM personnel in attending the professional development courses/programs referenced in the 1C7X1 CFETP, Table 5.2.

Chapter 4

AIR TRAFFIC CONTROLLER DEVELOPMENT (ENLISTED PERSONNEL)

4.1. ATC Upgrade Training (UGT). Upgrade training is necessary to be awarded a higher skill level. The UGT timeframe is identified as the first official day of training in a position. Individuals must meet the requirements in accordance with AFI 36-2201, Vol 2 *Air Force Training Program Training Management* and the following for award of the below skill levels:

4.1.1. ATC Apprentice (1C131). AFSC 1C131 is awarded when an individual completes the ATC Operations Apprentice Course at Keesler AFB Technical Training Center or as a result of the recruiting process when an individual has successfully completed a formal DoD/FAA ATC course.

4.1.2. ATC Journeyman (1C151). AFSC 1C151 is awarded when an individual completes: All tasks, for the positions identified below, in the CFETP Part II and related AF IMT 797 tasks identified by the facility Chief Controller (CCTLR). Minimum position certifications that must be completed per facility are:

4.1.2.1. Control Tower (CTO; SEI 056) Local Control, Ground Control and Flight Data.

4.1.2.2. Radar Approach Control (RAPCON; SEI 364) Approach Control, Approach Assist and Arrival Control. **Note:** At locations where controllers routinely perform Arrival Control functions as part of an Approach Control function, individuals may be awarded SEI 364. CCTLRs must outline the minimum standards necessary for award of the Arrival Control rating as part of a combined rating in the facility PCGs and all training objectives and standards for the Arrival Control position must be met.

4.1.2.3. Ground Control Approach (GCA; SEI 053) Arrival Control, Arrival Assist, and RFC (if available).

4.1.2.4. **(Added-ANG)** Regardless of type facility assigned, all controllers assigned to the radar unit type code (UTC) must train to the RAPCON requirement. Accomplish this requirement using live traffic, simulated traffic, or a combination of both.

4.1.2.5. **(Added-ANG)** Notify NGB/A3FO, within 72 hours (telephonic or email is acceptable), when apprentice controllers: enter upgrade/qualification training, receive position certifications, receive training extensions, have their training stopped for the purpose of initiating withdrawal action, enter and complete facility rating training.

4.1.2.6. **(Added-ANG)** Initial Active Duty Training Process. Units will inform NGB/A3FO via letter, of the requirement to place an apprentice controller in initial upgrade training once the member receives confirmed technical training dates (for pipeline apprentices) or as soon as possible after notification of 3 skill-level waiver action or induction by recruiting. Forward the apprentice's name, rank, SSN, TLN, assigned UTC, a statement whether they are prior service or non-prior (regardless of whether the prior service was ATC related or not) and the proposed graduation date from formal technical training. For follow-on training, NGB/A3FO shall determine, through coordination with local managers, an appropriate training location. Once the trainee arrives at the training location, the NATCT/CATCT/TSN shall provide the current orders expiration date as well as any subsequent changes to that information.

4.1.3. ATC Craftsman (1C171). Complete ADLS course E6ACS1C171 000, ATC Craftsman Course. Trainees are automatically enrolled by AFPC upon notification of promotion, with the exception of out-of-cycle promotes and re-trainees. **Note:** National Guard Bureau (NGB) will coordinate enrollment of their personnel in the ADLS course.

4.2. ATC Professional Development Positions.

4.2. (ANG)ATC Professional Development Positions The Air Traffic Manager (ATM) shall ensure all appointments to the following positions and responsibilities are documented in writing.

4.2.1. *"Facility type"* Chief Controller (CCTLR): Must hold at least AFSC 1C171, performed ATC duties for at least 5 years, and have 1 year experience in the type facility to manage, excluding RFC. **Note:** Individuals must be assigned to the CCTLR position number on the unit manning document to be awarded the SEI. Assistant CCTLRs will only be awarded the SEI if filling in as the CCTLR due to an extended deployment (6 months or more). **Note:** During such time, it is not required that the Assistant CCTLR be moved to the CCTLR position number on the UMD.

4.2.1.1. Tower CCTLR (SEI 955). Must have held SEI 055 for at least 1 year.

4.2.1.2. RAPCON CCTLR (SEI 956). Must have held SEI 362 for at least 1 year.

4.2.1.3. GCA CCTLR (SEI 957). Must have held SEI 054 for at least 1 year.

4.2.1.4. Complex CCTLR. Must have SEI 955, 956, or 957. The second facility watch-supervisor SEI must be obtained within 1 year of assuming Complex CCTLR duties.

4.2.1.4. **(ANG)** Complex CCTLR assignments will not be applied to any ANG location.

4.2.2. NCOIC, ATC Training (NATCT): Must hold at least AFSC 1C171, possess SEI 054, 055 or 362, and have performed ATC duties for at least 5 years. SEI 054 and 362 not required for Tower only locations.

4.2.2. **(ANG)** The civilian equivalent title is Chief, Air Traffic Control Training (CATCT).

4.2.3. NCOIC, Standardization and Evaluation (NSE): Must hold at least AFSC 1C171, possess SEI 054, 055 or 362 and have performed ATC duties for at least 5 years.

4.2.3. **(ANG)** NCOIC, Standardization and Evaluation (NSE): The civilian equivalent title is Chief, Air Traffic Control Standardization and Evaluation (CSE). Additionally, member must be facility-rated, including coordinator positions and WS qualifications, in all facilities, before assuming duties, and maintain proficiency.

4.2.4. NCOIC, ATC Training and Standardization (TSN): Must hold at least AFSC 1C171, possess SEI 054, 055, or 362, and have performed ATC duties for at least 5 years.

4.2.4. **(ANG)** The civilian equivalent title is Chief, ATC Training and Standardization (TSN). Additionally, member must be facility-rated, including coordinator positions and WS qualifications, in all facilities they support before assuming duties, and maintain proficiency.

4.2.5. Watch Supervisor (WS) or Senior Controller (SC): Must hold at least AFSC 13M3 or 1C171, possess appropriate SEI , and have performed ATC duties for at least 4 years and have 1 year experience in type facility to supervise, excluding RFC. (RAPCON satisfies the GCA experience requirement.

4.2.6. NCOIC, ATC Automation (NATCA): Must hold at least AFSC 1C171, possess SEI 376 , have performed ATC automation duties for at least 2 years, and have one year experience in type of automation work center to manage.

4.2.6. **(ANG)** The civilian equivalent title is Chief, Air Traffic Control Automation (CATCA).

4.2.7. ATC Systems Specialist (ATCSS): Must hold at least AFSC 1C151and possess 364 or 376 SEI, and performed ATC duties for at least 3 years.

4.2.8. ATC Functional Development Positions**.**

4.2.8.1. Assistant *"Facility Type"* Chief Controller (ACCTLR): Must hold at least AFSC 1C171, certified in all positions, WS qualified and maintain proficiency. Must have performed ATC duties for at least 5 years and have 1 year experience in the type facility to manage, excluding RFC.

4.2.8.2. Assistant NCOIC, ATC Training (ANATCT): Must hold at least AFSC 1C151 and facility rated.

4.2.8.3. Assistant NCOIC, Standardization and Evaluation (ANSE): Must hold at least AFSC 1C171, possess SEI 054, 055 or 362 (as applicable).

4.2.8.4. Assistant NCOIC, ATC Training and Standardization (ATSN): Must hold at least AFSC 1C171, possess SEI 054, 055, or 362 (as applicable).

4.2.8.5. Combat Airspace Manager: Air and Space Operations Center (AOC) IQT, Airspace (AOCIQT-ASP). This course prepares 1C1X1 personnel to plan, produce, and execute an Airspace Control Order (ACO) in support of an Air Tasking Order (ATO). This course is required for permanent or temporary assignment to an AOC. AOC MQT occurs with assignment to NAF AOC organization ADS qualification. Award Combat Airspace Basic and Journeyman SEIs upon completion of specified training requirements listed in the Air Force Enlisted Classification Directory (AFECD.)

4.2.8.6. **(Added-ANG)** AOCIQT-ASP course is required for those personnel assigned to the 7FVLG and 7FVLH UTCs.

4.2.8.7. **(Added-ANG) ATC/ATCALS Quality Assurance Evaluator (QAE):** The ATC/ATCALS QAE oversees compliance with contract requirements. **Note:** See AFI 64-124, *Performance-Based Service Contracts (PBSC).*

4.2.8.8. **(Added-ANG) ATC Squadron Commander (ATCS/CC)**: This position is located in an ATCS with responsibility for functions in support of tactical and fixed ATC. Qualifications are identical to those specified for the AOF/CC.

4.2.8.9. **(Added-ANG) Chief, ATC Operations (CATCO)**: The CATCO is responsible for overall tactical ATC operations during Unit Training Assemblies (UTA), exercises, contingencies, and deployments, in accordance with this instruction, AFMAN 13-220, *Deployment of Airfield Operations*, and other publications as applicable. The CATCO reports to the ATCS/CC.

4.2.8.9.1. **(Added-ANG)** Qualifications:

4.2.8.9.1.1. **(Added-ANG)** Complete AO-M-10, *Airfield Operations Flight*

Officer Training Guide, or AO-M-13, *Airfield Operations Officer Training Guide*, within 6 months of arrival at the first duty location. Document completion in section III of the AF Form 623.

4.2.8.9.1.2. **(Added-ANG)** Responsibilities: Will closely match those of the ATM and be tailored to meet wartime taskings. These responsibilities will be specified in writing by the ATCS/CC.

4.2.8.10. **(Added-ANG) Qualified Controller**.

4.2.8.10.1. **(Added-ANG)** Qualifications: Must hold at least AFSC 1C151 or GS-2152 and be position certified/facility rated.

4.2.8.11. **(Added-ANG) Position Assignment.** Selection as CCTLR, WS, SC, CATCT, CSE, TSN, or coordinator should not be based solely on rank but based on the best overall qualifications for the position.

4.2.8.12. **(Added-ANG) Certification/Proficiency Requirements for ANG Air Traffic Controllers**. Because of the diverse air traffic control experience of both the full-time and traditional workforce, the following guidance is provided to identify the specific ratings/certifications and proficiency required for each:

4.2.8.13. **(Added-ANG) Traditional guardsmen without any air traffic control experience**:

4.2.8.13.1. **(Added-ANG) Initial Training (home station or other than home station).** Obtain a facility-rating and be awarded the special experience identifier (SEI) commensurate with their assigned UTC facility. Assignment to a UTC facility is normally accomplished at the unit level prior to attendance at technical training. Award of the initial SEI is the responsibility of the facility CCTLR in which the initial facility rating is completed. Upon completion of the initial facility rating controllers should:

4.2.8.13.1.1. **(Added-ANG)** Maintain proficiency and/or facility ratings in position(s)/facilities at home station as determined by the UTC CCTLR. For radar controllers, if Radar Final Control (RFC) was not obtained, facility managers must ensure RFC facility-rating is obtained first.

4.2.8.13.2. **(Added-ANG) Guardsmen (Title 32/AGR, Traditional), with full-time employment as an air traffic control specialist** (DoD, FAA/contract/ANG with certificate of availability), must meet the following requirements:

4.2.8.13.2.1. **(Added-ANG)** Must be tasked to only support a UTC which corresponds to the ATC facility where the individual is employed as an air traffic control specialist (DoD, FAA, Contract). As an example: ARTCC, TRACON, RAPCON, GCA all constitute "radar" facilities. If the individual is certified and maintaining proficiency in both a tower and radar facility (DoD, FAA, Contract) they can be tasked to support any UTC assigned to the home unit for which they meet all other qualifications.

4.2.8.13.3. **(Added-ANG) Traditional guardsmen without full-time employment as an air traffic control specialist but previously awarded an SEI,** must meet the following requirements:

4.2.8.13.3.1. **(Added-ANG)** Maintain proficiency in position(s) as determined by the UTC CCTLR.

4.2.8.14. **(Added-ANG)** All controllers, regardless of their full-time employment status, shall ensure they comply with the following:

4.2.8.14.1. **(Added-ANG)** Prior to supporting any control tower UTC deployment where aircraft will be controlled, controllers must complete the three Tower Simulation System (TSS) scenarios, simulation or static. Complete this training no later than five days prior to departing home station.

4.2.8.14.2. **(Added-ANG)** Prior to supporting any radar UTC deployment where aircraft will be controlled, controllers must complete at least eight hours of Approach/Arrival radar and two hours of Precision Approach Radar (if required) simulation. This simulation shall be for a fictitious or actual deployed location using a combination of fixed and rotor wing aircraft, emphasizing specific military aircraft, tactics techniques and procedures not normally utilized in a peacetime environment.

4.2.8.14.3. **(Added-ANG)** Obtain and possess all required SEI and skill level requirements for the supported UTC.

4.2.8.14.4. **(Added-ANG)** Complete all required recurring training as specified in AFI 13-204, Vol 3, *Airfield Operations Procedures and Programs*.

4.2.8.14.5. **(Added-ANG)** Obtain and have on file at their home unit, a Certificate of Availability (COA) (if required) from their civilian employer. Certain civilian occupations are defined as "key employees" and require a COA. See ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as Reserve of the Air Force*.

4.2.8.15. **(Added-ANG) Civilian Key Personnel.** DoD 1200.7 classifies Title 5 ATC and maintenance positions as "key positions." This directive restricts personnel in this category from being members of the reserve forces, unless approved by the functional manager. NGB/A3F may issue a Certificate of Availability to personnel in this category (Key Personnel) provided the number does not exceed 15% of the total number of Title 5 personnel in each specialty within the organization or one (1) whichever is greater. To ensure compliance with the existing Interagency Agreement with the FAA, no more than two controllers may be members of the reserve component. All Air Traffic Managers and Chiefs of Maintenance at Springfield-Beckley Municipal Airport (MAP), OH, Moffett Federal Airfield, CA and Selfridge ANGB, MI are not authorized to be members of the reserve component.

Chapter 5

AIRFIELD OPERATIONS CIVILIAN PERSONNEL DEVELOPMENT

5.1. Applicability. This chapter applies to Department of Defense (DoD) civilians performing AO and airspace management duties only. Requirements for contractors and Host Nation/Local National personnel are covered in HQ USAF/A3O-AY or MAJCOM approved Performance Work Statement (PWS), Statements of Work (SOW) or Host Nation agreements.

5.2. AO Job Series. The preferred job series for AO civilians are NSPS/GS-2150, Transportation Operations and NSPS/GS-2154, Air Traffic Assistant for AM personnel and NSPS/GS-2152, Air Traffic Control for AOF staff, ATC, and airspace management personnel.

5.3. Selection/Classification Criteria. DoD Civilian duty positions are classified according to the Office for Personnel Management (OPM) Position Classification Standards or NSPS equivalents and Air Force Guidance.

5.3.1. NSPS/GS-2150/2154 (AM Only) Criteria. For classifying AM civilian duty positions, use Standard Core Personnel Document (SCPD) Numbers 9G501 – *Airfield Management Shift Lead*, 9G502 – *Assistant Airfield Manager* and 9G503 – *Airfield Manager.* For NSPS civilians, use Standard Position Description (SPD) Numbers 9N584 - *Airfield Manager* and 9N585 – *Assistant Airfield Manager*. (Available for download from the Air Force Portal SCPD and SPD Libraries). Not applicable to Air National Guard.   Civilians must possess the knowledge, skills, and abilities to effectively inspect the airfield environment for safety and compliance with established Air Force, Federal Aviation Administration (FAA), International Civil Aviation Organization (lCAO), or North Atlantic Treaty Organization (NATO) airfield planning and design criteria. Refer to an applicant/employee's skill codes to determine their current and previous work experience. Skill codes are usually incorporated in a civilian employee's Career Brief.

5.3.1.1. Civilians selected to fill the Airfield Manager, Assistant Airfield Manager, or Airfield Management Operations Manager and Airfield Management Training Manager duty positions must have *at least one or more years* supervisory and/or management level training and experience planning, organizing and executing AM duties outlined in this AFI and AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs* at a military or civil airport.

5.3.1.1.1. Candidates selected to fill the Airfield Manager and Assistant duty positions must already possess a USAF Airfield Manager Position certification or FAA equivalent certification and/or training credentials.

5.3.1.1.2. Candidates selected to fill the Airfield Management Operations Manager duty position must already possess a USAF NCOIC, Airfield Management Operations certification (or higher) or FAA equivalent training and/or certification.

5.3.1.1.3. Candidates selected to fill the Airfield Management Training Manager duty position must already possess a USAF NCOIC, Airfield Management Training certification (or higher) or FAA equivalent certification and/or training credentials.

5.3.1.2. Civilians selected to fill AM Shift Lead duty positions must have *at least one or more years* technician/journeyman level training and experience executing AM duties

outlined in this AFI and AFI 13-204 Vol 3 at a military or civil airport. **Note:** Candidates selected to fill the AM Shift Lead duty position must already possess a USAF Airfield Management Shift Supervisor/Lead certification or FAA equivalent certification and/or training credentials.

5.3.1.3. Specific management and/or technical training, experience, and responsibilities for all AM civilian positions must be published in the SCPD or PWS/SOW.

5.3.1.4. Hiring authorities (e.g., OSS/CC, AOF/CC, AFMs, etc.) must ensure the knowledge, skills and abilities of the candidate being selected are directly related to the duty position hired to perform to ensure safe, efficient and effective airfield operations.

5.3.1.5. Consult MAJCOM for assistance validating work experience, job knowledge and authoring job announcements as required.

5.3.1.6. Civilians must be able to complete and maintain certification to operate a vehicle on the airfield, to include meeting all color vision testing requirements in order to operate a vehicle in the Controlled Movement Area (CMA).

5.3.1.7. Civilians must have the ability to use wildlife control devices and firearms, as well as any other necessary equipment.

5.3.1.8. Civilians must complete all of the following within 6 months of assuming the position.

5.3.1.8.1. Local qualification training requirements.

5.3.1.8.2. Conduct and document a review of the current USAF Position Certification Guides for the duty position being selected to fill (*if not previously completed*). **Note:** The objective of this review is to provide an individual with existing airfield/airport management experience the minimum operations, procedures and training standards for working in a USAF Airfield Management facility.

5.3.1.8.3. AM Computer Base Training Products and AM Supplemental Training requirements outlined in AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs* and PWS/SOW

5.3.2. NSPS/GS-2152 Criteria. Only personnel who have successfully completed a formal DoD or DoT basic ATC course may be selected for NSPS/GS-2152 positions. Those working as active air traffic controllers must meet FAA Flying Class II medical standards. **Note:** Refer to an applicant/employee's skill codes to determine their current and previous work experience. Skill codes are usually incorporated in a civilian employee's Career Brief. For classifying ATC civilian duty positions, use SCPD Numbers 9G801, 9G802, and 9G803 – *Tower;* 9G804, 9G805, and 9G806 – *RAPCON; 9G807, 9G808, 9G809,* and 9G810 - *Automation Specialist.* (Available for download from the Air Force Portal SCPD Library). SPDs for NSPS civilians are not yet developed. Not applicable to Air National Guard.

5.3.3. Minor modifications to the above documents may be necessary to address locally assigned duties and responsibilities. Guidance for developing and modifying CPDs and SPDs is available on the AFPC website and in AFI 36-1401, *Position Classification*.

5.4. Civilian Career Progression. Civilians desiring to compete for higher-level jobs are required to complete the appropriate requirements in chapters 3 and 4, if not completed already, in order to meet the experience and training requirements of the desired position.

5.4.1. AM.   AM Civilians desiring to compete for supervisory positions (Airfield Management Shift Lead (AMSL), Airfield Management Training Manager (AMTM), Airfield Management Operations Manager (AMOM), Assistant Airfield Manager (AAFM), and Airfield Manager (AFM) are required to complete 7-Level UGT requirements in Para. 3.1.3. to include the ADLS Craftsman Course and the training requirements outlined in AFI 13-204 Vol 3, Chapter 15 (*if not previously completed*) prior to being selected to fill the position vacancy.

5.4.2. ATC.   In order to be considered for a position as a Controller in Charge (CIC), all ATC 7-skill level UGT requirements must be completed.

5.5. Civilian Professional Development Positions.

5.5.1. AM Civilian Professional Development Positions**.**

5.5.1.1. Where positions exist, AM civilians may progress from Airfield Management Shift Lead (AMSL) to Airfield Management Training Manager (AMTM), Airfield Management Operations Manager (AMOM), Assistant Airfield Manager (AAFM), and Airfield Manager (AFM). Qualified AM civilians are also eligible to compete for NSPS/GS-2150 positions on higher headquarters staffs. Position training and certification requirements that must be completed prior to being selected to fill the position vacancy are outlined in AFI 13-204, Vol 3, *Airfield Operations Procedures and Programs*.

5.5.1.2. When military staffing warrants, MAJCOMs may approve temporary appointments of otherwise qualified AM GS/NSPS personnel (See para 5.3.1.) for a period not to exceed 180 days in duration. This restriction protects professional development opportunities for active duty personnel who require AM management skills at overseas/contingency locations. **Note 1:** Ensure Standard Form 52B, *Request For Personnel Action* is submitted to servicing Civilian Personnel Office (CPO) prior to start date and at completion of temporary appointment. **Note 2:** Does not apply to facilities exclusively staffed by civilian personnel.

5.5.2. ATC Civilian Professional Development Positions.

5.5.2.1. In facilities staffed exclusively by civilian controllers, ATC civilians may progress from Controller to CIC; ATC Automation Manager (ATCAM); ATC Training Manager (ATCTM); Training and Standardization Manager (TSM); or Air Traffic Manager (ATM). Qualified ATC civilians are also eligible to compete for NSPS/GS-2152 positions as Air Traffic Manager/ Airfield Operations Managers (AOF/CC equivalent), airspace managers, Instrument Procedure Designers (TERPS), and on higher headquarters staffs. Position training requirements are outlined in AFI 13-204, Vol 3.

5.5.2.2. When military staffing warrants, MAJCOMs may approve temporary appointments of otherwise qualified GS-2152s personnel to CCTLR, NATCT, NSE, and TSN positions for a period not to exceed 180 days in duration. This restriction protects professional development opportunities for active duty personnel who require ATC

management skills at overseas/ contingency locations. **Note 1:** Ensure Standard Form 52B is submitted to servicing CPO prior to start date and at completion of temporary appointment. **Note 2:** Does not apply to facilities exclusively staffed by civilian controllers.

5.6. Civilian Functional Development Positions. When necessary and/or appropriate, GS-2152 controllers, who meet the equivalent qualifications, may be assigned as ACCTLR, ANATCT, ANSE, and ATSN or civilian equivalent as additional duties. In facilities staffed exclusively by civilian controllers, these positions are designed to groom civilians for future leadership roles.

Chapter 6

CONTRACTED AIRFIELD OPERATIONS

6.1. Applicability. This chapter applies to contractors performing AO duties.

6.1.1. Airfield Management Contractors must possess required knowledge, skills, and abilities to effectively manage and inspect the airfield environment for safety and compliance with established Air Force, Federal Aviation Administration (FAA), International Civil Aviation Organization (lCAO), or North Atlantic Treaty Organization (NATO) airfield planning and design criteria.

6.1.1.1. Contractors selected to fill management/staff duty positions (e.g. Airfield Manager, Assistant Airfield Manager, or Airfield Management Operations Manager) must have *at least three or more years* supervisory and/or management level training and experience planning, organizing and executing AM duties outlined in this AFI and AFI 13-204 Vol 3 at a military or civil airport. **Note:** The Airfield Manager and Assistant must already possess a USAF Airfield Manager Position certification or FAA equivalent training and/or certification. The Airfield Operations Manager must already possess a NCOIC, Airfield Management Operations certification (or higher) or FAA equivalent training and/or certification.

6.1.1.2. Contractors selected to fill AM Shift Lead duty positions must have *at least one or more years* technician/journeyman level training and experience executing AM duties outlined in this AFI and AFI 13-204 Vol 3 at a military or civil airport. **Note:** The AM Shift Lead must already possess a USAF Airfield Management Shift Supervisor/Lead certification or FAA equivalent training and/or certification.

6.1.1.3. Contractors must be able to complete and maintain certification to operate a vehicle on the airfield, to include meeting all color vision testing requirements in order to operate a vehicle in the Controlled Movement Area (CMA).

6.1.1.4. Contractors must have the ability to use wildlife control devices and firearms, as well as any other necessary equipment.

6.1.1.5. Contractors must complete all of the following within 6 months of assuming the position.

6.1.1.5.1. Local qualification training requirements.

6.1.1.5.2. Conduct and document a review of the most current USAF Position Certification Guides for the duty position being selected to fill (*if not previously completed*). **Note:** The objective of this review is to provide an individual with existing airfield/airport management experience the minimum operations, procedures and training standards for working in a USAF Airfield Management facility.

6.1.1.5.3. AM Computer Base Training Products and AM Supplemental Training requirements outlined in AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs* and PWS/SOW

6.1.2. Air Traffic Control Contractors selected to fill ATC duty positions, Tower and/or Radar, must have appropriate training and experience (four or more years for

technician/journeyman level and eight or more for supervisory/management level) for executing ATC duties outlined in this AFI. They must possess required knowledge, skills and abilities to effectively promote air traffic system safety in compliance with established Air Force, FAA, ICAO, or NATO criterion.

6.1.2.1. Contractors selected to fill management/staff duty positions (CCTLR, NATCT, NSE, TSN or respective assistant positions) must have supervisory and/or management level experience, e.g. training, planning, organizing, and directing other personnel in ATC activities.

6.1.3. More specific management training, experience, responsibilities, and duty/operational requirements will be outlined in a MAJCOM or HQ USAF/A3O-AY approved PWS, SOW or Host Nation agreements.

6.1.3.1. Where training is required, Contract personnel will conduct and document training as outlined in the PWS or SOW.

6.2. Responsibilities. All PWS/SOWs (new/revised) containing AO services must be reviewed and approved by the MAJCOM OPR for Airfield Operations prior to implementation.

6.2.1. MAJCOMS must:

6.2.1.1. Act as a member of the multi-functional team for the establishment of new contracts or maintenance of existing contracts.

6.2.1.2. Review   and   coordinate   on   any   new   contract,   proposals   or amendments/modifications.

6.2.2. Units (AOF/CC) must:

6.2.2.1. Inform MAJCOM of contract and PWS/SOW proposals, developments and negotiations.

6.2.2.2. Submit new contracts, proposed amendments/modifications to current contracts, quality surveillance plans and checklists to the parent MAJCOM for review prior to implementing changes.

6.2.2.3. Assign a quality assurance evaluator (QAE) to ensure effective contract oversight. Where AM/ATC services are provided exclusively by a contractor, the QAE must be a subject matter/technical expert on AM/ATC duties and responsibilities.

6.2.3. QAE must:

6.2.3.1. Be appointed and trained prior to assuming QAE duties (See AFI 63-124, *Performance Based Services Acquisition)*

6.2.3.2. Assist the base contracting squadron with the development of AM/ATC PWSs/SOWs.

6.2.3.3. Perform quality assessment functions and manage performance (monitor, evaluate, and certify contractor compliance) in accordance with the performance plan and assess contractor performance against contract performance standards. **Note:** Where possible, the QAE should be a SME and act as a Functional Area Evaluator when necessary (e.g. ATC annual evaluations.)

6.2.3.4. Notify the Contracting Officer of any performance deficiencies and follow-up for resolution.

6.3. Adopted Forms.

Standard Form 52B, *Request For Personnel Action*

AF IMT 332, *Base Civil Engineer Work Request*

AF IMT 797, *Job Qualification Standard Continuation/Command JQS*

AF IMT 847, *Recommendation for Change of Publication*

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Asst DCS, Operations, Plans, and Requirements

(ANG)
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Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management,* 7 August 2007

AFI 13-204 Vol 2, *Airfield Operations Standardization and Evaluations*

AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs*

AFMAN 33-363, *Management of Records,* 1 March 2008

(Added-ANG) AO-M-10 (Added) *Airfield Operations Flight Officer Training Guide,* 1 July 2004

(Added-ANG) AO-M-13 (Added) *Airfield Operations Officer Training Guide,* 1 January 2008

AFI 36-1401, *Position Classification,* 1 August 1997

AFI 36-2201 Vol 2, *Air Force Training Program Training Management,* 13 January 2004

AFI 36-2201 Vol 3, *Air Force Training Program On The Job Administration,* 4 February 2005

AFI 36-2201 Vol 5, *Air Force Training Program Career Field Education and Training,* 8 June 2004

AFI 63-124, *Performance Based Services Acquisition,* 1 August 2005

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager

ACCTLR—Assistant Chief Controller

ACO—Airspace Control Order

ADLS—-Advanced Distributed Learning System

AETC—Air Education & Training Command

AFI—Air Force Instruction

AFM—Airfield Manager

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

(Added-ANG) AMCOW—((**ANG**)) Airfield Management Contingency Operations Workshop

AMIC—Aircraft Mishap Investigation Course

AFLD—Airfield

AM—Airfield Management

AMOM—Airfield Management Operations Manager

AMSL—Airfield Management Shift Lead

AMTM—Airfield Management Training Manager

ANATCT—Assistant, NCOIC, Air Traffic Control Training

ANG—Air National Guard

(Added-ANG) ANGB—((**ANG**)) Air National Guard Base

ANSE—Assistant, NCOIC, Standards & Evaluation

AO—Airfield Operations

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

AOM—Airfield Operations Management

AOOT—Airfield Operations Officer Training

(Added-ANG) ARTCC—((**ANG**)) Air Route Traffic Control Center

ATC—Air Traffic Control

ATCS—Air Traffic Control Specialist

(Added-ANG) ATCS/CC—((**ANG**)) Air Traffic Control Squadron Commander

ATCSS—- ATC Systems Specialist

ATCALS—Air Traffic Control and Landing Systems

ATSN— Assistant, NCOIC, ATC Training and Standardization

BHWG—Bird/Hazard Working Group

(Added-ANG) CATCA—((**ANG**)) Chief, Air Traffic Control Automation (Civilian)

(Added-ANG) CATCO—((**ANG**)) Chief, Air Traffic Control Officer

(Added-ANG) CATCT—((**ANG**)) Chief, Air Traffic Control Training (Civilian)

CC—-Commander

CCTLR—Chief Controller

CDC—Career Development Course

CE—Civil Engineering

CFETP—Career Field Education Training Plan

CFM—Career Field Manager

(Added-ANG) COA—((**ANG**)) Certificate of Availability

(Added-ANG) CSE—((**ANG**)) Chief, Air Traffic Control Standardization and Evaluation (Civilian)

CTO—Control Tower Operator

(Added-ANG) DoD—((**ANG**)) Department of Defense

FAA—Federal Aviation Administration

(Added-ANG) FARP—((**ANG**)) Forward Aiming & Refueling Points

FLT—-Front Load Training

FOD—Foreign Object Damage

GCA—Ground Control Approach

ICAO—International Civil Aviation Organization

IQT—Initial Qualification Training

MAJCOM—Major Command

(Added-ANG) MAP—((**ANG**)) Municipal Airport

MQT—Mission Qualification Training

NATCA—NCOIC, Air Traffic Control Automation

NATCT—NCOIC, Air Traffic Control Training

(Added-ANG) NGB—((**ANG**)) National Guard Bureau

(Added-ANG) NGB/A3—((**ANG**)) NGB Director, Air, Space and Information Operations

(Added-ANG) NGB/A3F—((**ANG**)) NGB Airfield Services Division, Chief, Airfield Services Division

(Added-ANG) NGB/A3FF—((**ANG**)) NGB Functional Management Branch

(Added-ANG) NGB/A3FO—((**ANG**)) NGB Air Traffic Operations Branch

NSE—- NCOIC, Standardization and Evaluation

NSPS—National Security Personnel System

(Added-ANG) NVDs—(

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

ORM—Operation Risk Management

OSS—Operation Support Squadron

PCG—Position Certification Guide

PWS—Performance Work Statement

QAE— Quality Assurance Evaluator

RAPCON—Radar Approach Control

RFC—Radar Final Controller

SC—Senior Controller

SCPD—Standard Core Personnel Documents

SEI—Special Experience Identifier

SNCO—Senior Non-Commissioned Officer

SO—Systems Officer

SORTS—- Status of Resources Training System

SOW—Statement of Work

SPD— Standard Position Description

TERPS—Terminal Instrument Procedures

(Added-ANG) TLN—((**ANG**)) Training Line Number

(Added-ANG) TRACON—((**ANG**)) Terminal Radar Approach Control

TRB—Training Review Board

TSN—- NCOIC, ATC Training and Standardization

(Added-ANG) TSS—((**ANG**)) Tower Simulation System

UGT—Upgrade Training

MPF—Virtual Military Personnel Flight

(Added-ANG) UTC—((**ANG**)) Unit Type Code

WS—Watch Supervisor